**Approving new technologies process:**

1. The teacher finds/locates an application or program and identifies the educational purpose for the app.
2. The teacher communicates the desire for the app/program and the educational purpose(s), as it aligns to standards to their Principal and the Curriculum Technologist via the application.
3. The Curriculum Technologist will then send the date that the review will occur to the teacher.
4. The Curriculum Technologist will meet with the Technology Acquisition Review Team to evaluate the app/program.
5. Communication of the meeting results and a recommendation will be sent to the IT Director and Curriculum Director.
6. The IT Director and Curriculum Director will provide final approval/denial. The Curriculum Technologist will share the result of this step with the principal and teacher. If denied, reasoning will be provided.
7. If approved, the IT Director will provide a date of release and, if applicable, an action plan for implementation and will inform the IT team to push the app to all appropriate users within the district.
8. The Curriculum Technologist will communicate the new app/program to all appropriate staff members if a push occurs.

**Why is there a need for this process?**

This process ensures that new technologies are vetted before implementation and to place any action plans/systems in place that may be needed for the success of the technology. It will also ensure that all staff and students have equal access to educational technologies.

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| --- | --- | --- | --- | --- |
| Teacher Name |  | | | |
| Subject(s) the technology is appropriate for: | | |  | |
| Grade(s) the technology is appropriate for: | | |  | |
| The application or program being requested: | | |  | |
| The company that makes the application or program: | | | |  |
| Are there any technical needs to run this technology? If so, what? | |  | | |
| How will this technology improve student learning? | |  | | |
| What standards/strands can this technology address for students? | |  | | |